



CALTRANS HIGHWAY MAINTENANCE WORKER

Agency Code: 4499 Class Code: 6287 Exam Code: 0PB29

Department(s):	Department of Transportation
Opening Date:	7/13/2010 9:00:00 AM
Final Filing Date:	Continuous
Type of Examination:	Departmental Open
Salary:	MONTHLY-RANGED-SALARY - \$2,873.00 to \$3,120.00
Tenure/Time-base:	Permanent Full-time Permanent Part-time Permanent Intermittent Limited Term Full-time Limited Term Part-Time Limited Term Intermittent
Exam Type:	SPOT Exam Single Selection
Location(s):	Dist. 01 Caltrans Eureka Dist. 02 Caltrans Redding Dist. 03 Caltrans Marysville Dist. 04 Caltrans Oakland Dist. 05 Caltrans San Luis Obispo Dist. 06 Caltrans Fresno Dist. 07 Caltrans Los Angeles Dist. 08 Caltrans San Bernardino Dist. 09 Caltrans Bishop Dist. 10 Caltrans Stockton Dist. 11 Caltrans San Diego Dist. 12 Caltrans Irvine

EEO

An equal opportunity employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.

DRUG FREE STATEMENT

It is an objective of the state of California to achieve a drug-free state work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the state, the rules governing civil service and the special trust placed in public servants.

WHO SHOULD APPLY?

Candidates who meet the minimum qualifications as stated below may apply for this examination at any time. Once you have taken the examination, you may not reapply for twelve (12) months. All applicants must meet the education and/or experience requirements as stated on this examination announcement.

FILING INSTRUCTIONS

Final Filing Date: Continuous

Where to Apply: Click on the Exam link at the bottom of this bulletin

SPECIAL TESTING ARRANGEMENTS

If you have a disability and need special testing arrangements, please call the Department of Transportation at (916) 227-7858. California Relay Service: Voice 1-800-735-2922 or TTY 1-800-734-2929.

ELIGIBLE LIST INFORMATION

An OPEN, MERGED eligible list will be established by the Department of Transportation. The names of successful competitors will be merged onto the eligible list in order of final scores regardless of test date. Eligibility expires 24 months after it is established. Competitors must then retake the Training and Experience Evaluation to reestablish eligibility.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

NOTE: All applicants must meet the education and/or experience requirements as stated on this examination announcement at the time of taking the examination.

PLEASE NOTE: You must possess a valid and unrestricted Class "C" driver license to compete in the Caltrans Highway Maintenance examination.

*** License and endorsement is required at the time of application and online examination.**

MINIMUM QUALIFICATIONS

Caltrans Highway Maintenance Worker requires possession of a valid and unrestricted driver's license with the endorsements indicated. Specific classes of license required are:

Classification	License	Endorsements
Caltrans Highway Maintenance Worker	C	None

EITHER I

One year of experience in the California state service performing the duties of a Service Assistant (Maintenance).

OR II

One year of experience in general laboring work in construction or maintenance. (Education equivalent to completion of the eighth grade may be substituted for the required experience.)

POSITION DESCRIPTION

This is the entry and journey level in the highway maintenance specialty. Entry is typically from outside State service or from the Service Assistant (Maintenance) class. Incumbents operate specified vehicles requiring a Class C driver license, such as light trucks, automobiles, highway maintenance, bridge maintenance, emergency service, construction, or landscape equipment; do miscellaneous laboring work in connection with the maintenance of the State highways and bridges including litter pickup, traffic control, tree maintenance, and maintenance of safety roadside rest areas; and do other related work.

May be required to work rotating or irregular shifts including weekends; may require work at considerable elevations over land or water from a swinging stage or platform (scaffolding); may require the safe installation and movement of scaffolding; and may oversee the work of a group of non-State workers or community service workers.

Incumbents may also be assigned to perform non-equipment operation duties normally assigned to the class of Caltrans Landscape Maintenance Worker as part of their normal assignment.

EXAMINATION INFORMATION

Online Training and Experience Evaluation - Weighted 100%

The examination will consist of a Training and Experience Evaluation, which is the sole component of the Caltrans Highway Maintenance Worker exam. To obtain a position on the eligible list, a minimum score of 70% must be attained. An applicant will receive his/her score upon completion of the Training and Experience Evaluation.

[Click here to preview the Training and Experience Evaluation](#)

KNOWLEDGE AND ABILITIES

Knowledge of:

1. Minor construction, repair and maintenance work to ensure tools and facilities are in proper working condition.
2. Arithmetic and its applications for simple measurements and ratios.

Ability to:

1. React quickly in unsafe situations to ensure well-being of self, co-workers, and the public.
2. Hear and see adequately to ensure personal safety and successfully carry out work activities.
3. Diagnose and make minor repairs to equipment/vehicles to ensure they are in proper working condition.
4. Use various hand tools (e.g., picks, hoes, rakes, hoses, flag standard, cones, shovels) under various work/weather conditions to ensure successful completion of work activities.
5. Perform strenuous hand and mechanical labor following proper safety procedures to ensure successful completion of work activities.

6. Stand, walk or sit for long periods of time following proper safety procedures to ensure successful completion of work activities.
7. Use simple addition, subtraction, division and/or multiplication to calculate ratios, proportions and percentages.
8. Work in extreme weather conditions to ensure the successful completion of work tasks.
9. Understand written instructions/information to perform tasks required for job.
10. Communicate verbally in stressful situations (e.g., emergency situations, dealing with hostile/angry individuals).
11. Work well with others to complete a project/assignment.
12. Listen, understand and follow verbal instructions to ensure successful completion of job task.
13. Adapt to changes in priorities, work assignments and other interruptions that may impact pre-established courses of action for completing projects and assignments.

VETERANS PREFERENCE

Veterans' Preference credits will be added to the final score of all competitors who are successful in this examination and who qualify for, and have requested, these points through the State Personnel Board. Due to changes in the law, effective January 1, 1996, Veterans who have achieved permanent civil service status are not eligible to receive veteran preference credits.

CAREER CREDITS

Career Credits will not be added to the final score of this examination.

ADDITIONAL DESIRABLE QUALIFICATIONS

ALL LEVELS: Equivalent to completion of the 12th grade.

CONTACT INFORMATION

California Department of Transportation
Office of Examinations and Recruitment Services
P.O. Box 168036, MS 86
Sacramento, CA 95816-8036
(916) 227-7858
California Relay Service: Voice 1-800-735-2922 or TTY 1-800-734-2929

SPECIAL REQUIREMENTS

DRUG TESTING REQUIREMENT

Applicants for positions in this class are required to pass a drug-screening test. Testing of current employees who are applicants in an examination or who are transferring is permitted only if the person does not have a current appointment to a class for which drug testing is a requirement.

DISCLAIMER

Please click on the link below to review the official California State Personnel Board class specification:
<http://spb.ca.gov/jobs/resources/jobspecs.htm>

GENERAL INFORMATION

Applications are available at www.jobs.ca.gov, State Personnel Board offices, local offices of the Employment Development Department and the testing department on this job bulletin.

If you meet the requirements stated on this examination bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be rated against a predetermined job-related rating, and all candidates who pass will be ranked according to their scores.

The Department of Transportation reserves the right to revise the examination plan to better meet the needs of the service, if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

Candidates needing special testing arrangements due to a disability must mark the appropriate box on the application and/or contact the testing department.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) service-wide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on the bulletin.

Veterans' Preference Points: California Law (Government Code 18971-18978) allows the granting of Veterans' Preference Points in open entrance and open, non-promotional entrance examinations. Veterans' Preference Points will be added to the final score of all competitors who are successful in these types of examinations, and who qualify for, and have requested by mail, these points. **In open (only)** entrance examinations, Veterans' Preference Points are granted as follows: 10 points for veterans, widows and widowers of veterans, and spouses of 100% disabled veterans (5 points for widows, widowers, and spouses if the veteran was in the National Guard); and 15 points for disabled veterans. **In open, non-promotional** entrance examinations, Veterans' Preference Points are granted as follows: 10 points for veterans, and 15 points for disabled veterans. Employees who have achieved permanent State civil service status are not eligible to receive Veterans' Preference Points. "Permanent State civil service status" means the status of an employee who is lawfully retained in his/her position after completion of the applicable probationary period. This includes permanent intermittent, part-time, and full-time appointments. In addition, individuals who at any time achieved permanent State civil service status and subsequently resigned, or were dismissed from State civil service are not eligible to receive Veterans' Preference Points. Veteran status is verified by the State Personnel Board (SPB). Directions to apply for Veterans' Preference Points are on the Veterans' Preference Application (Std. Form 1093), which is available at www.spb.ca.gov or from the State Personnel Board, 801 Capitol Mall, Sacramento, CA 95814, and the Department of Veterans Affairs.

TTY is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TTY Device.

TAKING THE EXAM

When you click the link below, you will be directed to the Training and Experience Evaluation. At the end of the Training and Experience Evaluation, once you click “Score My Exam,” it will be instantly scored.

[Click here to go to the Internet exam for Caltrans Highway Maintenance Worker](#)